

Advanced MS Project - Workshop

Course duration:	1 day
Course timings:	9:30 - 4:30
Prerequisites:	Delegates should be experienced with using a mouse and working in the Windows environment. Previous planning experience is essential.
Training formats:	Private course · tailored · 1-2-1 (all instructor led)
Manuals:	A comprehensive course manual provides support throughout the course and upon your return to the office.

The Planning Workshop

choose any set of topics to solve your Project issues or decide your planning process • popular topics include: building an effective, easy-to-use plan • task types • managing resources & changing assignments • managing working time & calendars • tracking your project when it goes live • re-scheduling tasks • creating & viewing the right report at the right time • communicating effectively • combining multiple projects • using formulae

Understanding Resources

resource views & graphs • filtering on resources • setting up holidays, working & non-working time, day length & different calendars • resource capacity planning & effective reporting

Updating and Tracking Progress

understanding Project's tracking fields • saving a baseline • using the tracking Gantt • producing slippage, exception & other useful concise reports • analysing actual & remaining work • updating using different views • making changes & re-scheduling incomplete work • analysing performance & making corrections • scenario planning – "what-if" plans

General Topics (optional)

how to avoid Project's pitfalls • changing views, tables & filters • HTML reports • using template plans • controlling the timescale • printing reports • GLOBAL.MPT • Project's default settings • setting up a Project Office • time-saving tips & techniques • communicating your plan in summary & in detail • simple reports

Additional topics may be included by arrangement - please contact us for further details.

MS Project Advanced Dates 2008: Training arranged on request